



National Park Service
Klamath Network

Inventory & Monitoring Program

KLMN Office Staff Data Management Cheat Sheet

Klamath Network National Park Service

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Contact: Sean Mohren
Klamath Network Data Manager
1250 Siskiyou Blvd.
Ashland, OR 97520
(541)-552-8576

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1. Introduction

This document was developed to provide the **OFFICE** staff at the KLMN a shortcut guide to data management. This document does **NOT** replace the [Data Management Plan](#), Project Protocols, or [General Guideline documents](#) which provide the details for data management. Employee should read and be familiar with these documents. Each header of this document is a hyperlink that will take you to the complete document located on the intranet website. Instead this document is a quick reminder on how to manage data at the KLMN.

2. Goals

The goal of this document is to ensure data management methods are implemented at the KLMN office in a complete but efficient manner.

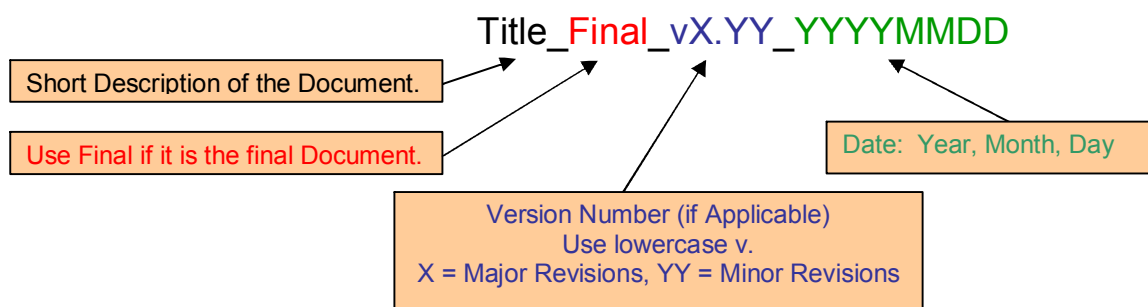
3. Data Management Methods

If in doubt about any of these methods contact the Data Manager, call 541-552-8576 or else look around the corner and yell at him or her.

3.1 File Naming

Documents, databases, and spreadsheets should be named in the following manner.

- Title – A description of the information contained in the product. Include reviewer initials if you are reviewing a document
- Final – If this is the final product (all reviews complete) add the word “Final at the end of the description.
- Version – If there are going to be multiple versions, create a folder for the document, add a version number to the document, and keep all versions in the same folder.
- Date – Date should be in the format YYYYMMDD.



3.2 Project File Structure

Inventory, Monitoring, and Research projects use the same hierarchical file structure which includes a project folder with five subfolders. Each folder follows the same naming convention that includes the project title and one of the following: Documents, GIS, Data, Images, or Analysis. Subfolders can be added to these folders when the need arises.

- **Documents.** This folder contains the reports, budgets, work plans, emails, protocols, contracts, and agreements associated with a specific project.

- **GIS.** This folder contains any shapefiles, coverages, layer files, Geodatabases, GPS files, GIS/GPS, associated metadata, and spatial imagery associated with a project.
- **Data.** This folder contains non-spatial data collected in the field and its associated metadata.
- **Images.** This folder contains any photographs related to the project and an associated image log.
- **Analysis.** This folder contains derived data and associated metadata created during analysis.

If you put objects into the project folder that should be posted (final reports, draft reports, datasets, metadata, images, etc.) you need to inform the data manager that you added this material to the project folder. If you are using a contractor have them send the seasonal data and information (once it has been completely reviewed) directly to the data manager. The data manager will periodically check these folders to make sure the outlined format is being followed. If materials are in the wrong location or poorly organized they will be moved and you will be emailed the new location.

3.3 Network “G” Drive

The “G” drive is structured in a broad to fine scale approach using naming conventions that are based on logic. KLMN employees should coordinate with the data manager prior to adding a new folder to the first or second levels of the Network drive. There are many old folders on the “G” drive. If YOU created a folder and it is in the wrong location or is no longer needed either remove it or place it in the more logical location. Inform the data manager when you move a folder

FOLDER	CONTENTS
Academic	This folder contains any academic materials Network staff may use or develop when fulfilling a faculty role in conjunction with a university.
Administrative	This folder contains all the administrative documentation for the Network. For projects, this folder contains a copy of the final document and any modifications. Draft documents and the original finals will be kept in the project folders.
Applications	This folder contains applications that have been downloaded for use by Network employees and includes statistical packages, data management packages, miscellaneous software, etc.
Data Management	This folder includes the tools and documents used for data management, including national I&M programs, data management documents, GIS data, guideline documents, etc.
Inventories	Included in this folder is information related to inventories funded or conducted by the Network.
Libraries	This folder contains the KLMN photographic and electronic publication libraries.
Meetings and Presentations	This folder contains information on meetings, symposiums, presentations, and conferences that the Network has hosted or attended.
Monitoring	The Monitoring folder includes information related to monitoring funded or conducted by the Network.
Outreach	This folder contains any outreach information the KLMN has developed, including our website information, featured creature, and the Kaleidoscope newsletter.
Projects	This folder contains information on projects that do not fall into the inventory or monitoring category. This includes projects that are not funded or conducted by the KLMN, but in which we provide our services.
Training and Workshops	This folder contains any information on trainings or workshops the Klamath Network has developed or attended.
Working	The working folder can be used by any individual in the Network. This folder does not have to adhere to the standardized naming or file structure.

3.4 Spatial Data (GIS / GPS)

Spatial data developed while working on a project should be stored in the GIS folder within the project folder. You need to email the Data Manager and GIS Specialist to let them know you have added material to this folder.

If you have spatial data that needs to be stored for use in projects not related to Inventories, Monitoring, or Research contact the GIS Specialist to determine where to store the material.

All spatial layers will be stored on the GIS server (GIS 1). Access to the server can be obtained by contacting the GIS specialist. Employees will have read only access with the exception of the Data Manager and GIS Specialist. If you are editing the data it should not be located on the GIS Server.

3.5 Photographs

Photographs can be accessed using the KLMN Image Database located at:

G:\Libraries\Klamath Network Photographs Library\KLMN_Image_Database_v2.

Photographs should be in a jpeg format. Non-project related photographs should be loaded into an old or new folder in the Klamath Network Photographs Library folder.

1-10 images. If you have 1-10 images just enter them into the database. Be sure to populate all the fields.

>10 images. If you have more than 10 images place them in the Klamath Network Photographs Library folder and let the data manager know where they are located. I will populate a temporary database which you will need to add captions too. This will be faster than if you enter all the photographs yourself.

Project photographs go into the image folder located in the project folder (section 3.2). When you put images in the project folder follow the steps above for the >10 images (even if there are less than 10).

3.6 Web pages

If you have general question or suggestions about the internet or intranet web pages talk to the data manager. If you want to post something on the internet or intranet website complete the [web posting form](#) (in development – for now talk to the data manager) and send it to the data manager AND program assistant.

Do **NOT** download materials from our webpage and place them on the Network drive.

3.7 NPSpecies, NatureBib, NPS Data Store

Access - The National I&M Databases can be accessed via the web. Each employee needs to contact the data manager to get a username and password to access these systems.

Posting – To prevent duplicate postings, only the program assistant and data manager should post anything to the NPS data store or make changes / additions to NatureBib or NPSpecies. If you want to add, change, or remove anything from these systems complete the [I&M database posting form](#) (in development – for now talk to the data manager) and send it to the data manager AND program assistant.

3.8 Reports

Project annual reports, progress reports, and analysis reports that are not put into any other series should be published in the NPS Natural Resource Publication Series. Documentation of the NPS publication standards are available at: <http://www.nature.nps.gov/publications/NRPM/index.cfm>.

Once a report is complete, inform the data manager so it can get posted on the website.

3.9 Metadata

Don't even try it. Contact the data manager for database and document metadata and the GIS specialist for GIS and remote sensing metadata. We already have [metadata templates](#) and a [metadata interview form](#) that will help us create the metadata quickly.

3.10 Equipment Checkout

The Klamath Network will purchase a variety of equipment to be used for data collection in the field. This equipment is limited and will need to be reserved well in advance. To reserve equipment look at the calendar to make sure the equipment has not been reserved. Email the data manager with the dates and equipment you want to reserve.

A calendar of equipment use is posted at: <http://www.google.com/calendar/render?pli=1>

Current equipment for data collection includes:

- 1 – Trimble GeoXT with in the field Differential Correction
- 2 – Garmin 5 recreational grade GPS units
- 2 – Garmin backpack units
- 2 – Slate tablet PC with recreational grade GPS (*purchasing*)
- 3 – Laptop computers.

3.11 Data and Information Distribution

The data manager will make every attempt to distribute data and information to as broad an audience as possible. The primary person working on a project (Project Manager, Lead Author, etc.) is responsible for distributing projects via email. You need to cc the data manager when you are distributing FINAL products to the parks staff to prevent double sending. In general:

3.11.1 Reports

- 1) The Network Coordinator will email administrative reports (e.g. Annual Work Plan, Monitoring Plan, and Water Quality Plan) to the parks and any other interested parties.
- 2) The KLMN Project Representative will email project reports (e.g., Annual Progress Reports, 2-10 year Analysis and Synthesis Reports) to the parks and any other interested parties.

- 3) A link to all final reports should be sent to the data manager and program assistant so we can post them on the KLMN web pages and NPS Data Store. In addition a record will be created in NatureBib.
- 4) Project reports will be reviewed by the data manager to look for species documentation. This will be compared to the species list in NPSpecies which will be updated as needed.
- 5) A 1 page synthesis of the report will be created (by available staff lead by the data manager) which will be sent to all park staff by the Network Coordinator

3.11.2 Raw Data (Databases, Spreadsheets, etc)

- 1) Raw data from projects will be stored on the KLMN server by the Project Manager.
- 2) Raw data will be searched by the data manager to look for documented species which will be compared to the species list in NPSpecies and changes will be made as needed.
- 3) Metadata for all raw data will be posted on the NPS Data Store and KLMN Intranet webpage.

3.11.3 Project Documents (other than reports)

- 1) *Administrative Documents* – It is the responsibility of the Project Manager and Network Coordinator to distribute administrative documents as needed.
- 2) *Hardcopy Data Sheets* – Data sheets will be scanned into a PDF document and stored in project folders by the Data Manager. Hardcopy forms will be stored in locked file cabinets in the KLMN office.
- 3) *Metadata Interview Form and Data Dictionaries* – Needs to be completed for each dataset and sent to the data manager so he or she can create complete metadata.
- 4) *Certification Form* – Needs to be completed each time 1 or more project products are delivered to the data manager.